

Name
Address
City, TN 37999
Mobile: 423-747-9999
me@here.com

Objective

(or Summary) *optional*

Education

Bachelor of General Studies, GPA (*list if 3.0 or better*), Dec. 2012
East Tennessee State University (ETSU), Johnson City, TN

Associate of Arts in English, May 2009
Northeast State Community College (NSCC), Blountville, TN

Work Experience

Youth Assistant (volunteer), Girls Inc., Johnson City, TN, Nov. 2009 – Present

Area Manager, ABC Foods, Inc., Kingsport, TN, May 2009 – Present

- Supervised a staff of 6-8 employees and reported to the store manager
- Resolved service related difficulties and encouraged a positive environment for our patrons

Sales Associate, AAA Company, Johnson City, TN, Sept. 2006 – June 2009

Coach, AAU Basketball Summer Program, Knoxville, TN, 2007–2008 (summers)

Professional Development

Seminars: Working with Disabilities, ETSU

Software: Windows 7/Vista/XP, Microsoft Office Suite (Word, Excel, PowerPoint),
Adobe Creative Suite

Certifications: CPR, First Aid, AED - American Heart Association

Training: Diversity Workshop, Sexual Harassment Prevention - ETSU,
Safety First - Girls Inc.

Activities and Community Involvement

Johnson City Elementary School Volunteer, Johnson City, TN, 2011 – Present

Basler Center for Physical Activity (fitness training), ETSU, 2010 – Present

President's Pride Volunteer, ETSU, Johnson City, TN, 2010

Willow Creek Park Volunteer, Johnson City, TN, 2009

Habitat for Humanity Volunteer, Portland, ME, 2008